

**SAN DIEGO CITY SCHOOLS**

**Date:** August 18, 2005

**To:** Principals, Vice Principals, and Counselors

**Subject:** OPENING OF SCHOOL – ENROLLMENT OPTIONS

**Department and/or Persons Concerned:** Principals, Vice Principals, Magnet Resource Teachers, Secretaries, and Enrollment Personnel

**Reference:** District Procedure Nos. 6127, 6135, 4262, and Board of Education reports: *Implementation Plan of Public School Choice under the No Child Left Behind Act, December 9, 2003* and *Update on Implementation Plan of Public School Choice under the No Child Left Behind Act, March 23, 2004*

**Action Requested:** Review, notify parent(s), enroll students as required by district process and complete dispositions.

**Brief Explanation:**

The Office of Enrollment Options has continued to receive applications during the summer months for Magnet, VEEP, and Choice options. Applicants have been added to the bottom of each school's wait lists. Updated wait lists will be released to schools August 22, 2005.

Schools may request to have applications that are received after August 22, 2005, added to their wait lists and have the list re-released if space exists to enroll more applicants. Please call the Enrollment Options Office at (619) 725-5672 if you wish to have your wait list released again after August 22, 2005.

It is important to keep the "Dispositions" on your lists up-to-date. Staff in the Enrollment Options Office will be assisting parents looking for Magnet, VEEP, and Choice program openings during the weeks before school starts. In order to provide parents with accurate information, dispositions must be complete. The disposition is completed by using the pull-down menu on your online list.

It is important to remember the following:

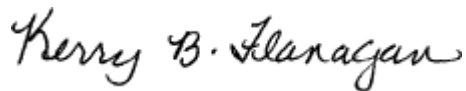
- Students on the Program Improvement School Choice (PISC) list must be offered enrollment before students on VEEP and Choice lists.
- Students must be offered enrollment in the order of the list. Students designated as siblings on the wait list should be offered enrollment before other new students. Nonresident Magnet, VEEP, Choice, and PISC students who have not applied and whose names are not on the list may not be enrolled.

- Resident students who move out of a school's boundaries during the spring and summer months must apply through the Magnet, VEEP, or Choice process to continue at a school in the fall. Their names will be added to the list as they apply. They may be offered enrollment in the order of the list only.
- Schools may enroll students from their Magnet, VEEP, and Choice wait lists through the first ten days of school, as space becomes available. The last day nonresident students may be enrolled is September 19, 2005. This is the last day to enroll. Do not offer enrollment on this date. Calling parents during the workday when they are unavailable is not an adequate attempt to offer enrollment. Schools must provide parents with adequate time to respond. Schools will be required to offer enrollment to students when it is apparent that little effort was made to contact them and they are still requesting the school.
- Send the Transportation Department a completed transportation application for all new PISC, Magnet and VEEP students who are enrolled.
- The 2005-2006 Magnet, VEEP, Choice, and PISC wait list will be updated with applications received after school starts and released again in January for the second semester openings.

Please call Soveida Knowles or Sherry Allen at (619) 725-7153 with questions or concerns about the information contained in this bulletin.

Sandra Robles  
Manager  
Office of Enrollment Options

APPROVED:



Kerry Flanagan  
Chief of Staff

SR:jd

Distribution: Lists B, D, E, and F